



Communications Job Function

Media Technician II

Grade 50

Summary

Position's primary focus may be in the area of setting up, delivering, operating, cleaning and repairing media equipment. May also do basic production work. May also supervise the use of same equipment. Position receives close to moderate supervision.

Typical Duties

1. Sets up and operates various media equipment, including video, film, photographic, audio, and computer equipment.
2. Monitors condition of media equipment and oversees its maintenance.
3. Distributes media equipment as requested.
4. May assist in producing videos and audiotapes, or slides, as requested by users including faculty, staff and students.
5. Acts as source of information regarding availability of media equipment.
6. Maintains records and may prepare periodic reports pertaining to media usage.
7. May assist in training, scheduling and distributing work of students, casuals and temporary workers.
8. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent with basic technical training preferred.

Skills and Experience: Thorough knowledge of and experience with use and maintenance of media equipment.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.